

MEMORANDUM

TO: Active and Prospective Manufactured Home Registered Installers and Certified Inspectors

FROM: Rory Hoffmann, Manufactured Home Installation Program Administrator
Division of Community Services, Department of Commerce *Rory J. Hoffmann*

RE: **Final Mandatory** Manufactured Home Registered Installer and Certified Inspector Training for Year 2012-2013

DATE: May 17, 2012

June 7, 2012 has been scheduled for the **Mandatory Installer/Inspector training** required of all **New** and **Existing** Registered Installers and Certified Inspectors. This training is intended for the installers and inspectors that were unable to attend the January training sessions.

The training will be held at the following location:

Bismarck – Thursday, June 7, 2012
1:00-5:00 p.m. (CST)
ND Department of Commerce
1600 East Century Avenue, Suite 2
Bismarck, ND 58503

New and Existing Installers - the following information is REQUIRED to be submitted with your application:

- ☐ Copy of contractor's liability insurance in the amount not less than \$100,000 with provision to notify the Division of Community Services upon cancellation
- ☐ Copy of letter of credit, certificate of deposit, or surety bond in the amount of \$10,000 with provision to notify the Division of Community Services upon cancellation
- ☐ Copy of valid driver's license, photo ID, or copy of birth certificate
- ☐ Training Registration Form and the \$200 fee (which is good until June 30, 2013)
- ☐ SFN 58299 Registered Installer Manufactured Home Application (which can be found on our website www.ndmhip.com under Manufactured Housing Forms)

New and Existing Inspectors - the following information is REQUIRED to be submitted with your application:

- ☐ Training Registration Form and the \$200 fee (which is good until June 30, 2013)
- ☐ SFN 58300 Certified Inspector Manufactured Home Application (which can be found on our website www.ndmhip.com. under Manufactured Housing Forms)

All participants must complete and return the enclosed Training Registration Form.

The Registration and Certification fee is set by law in the Manufactured Home Installation Program administrative rules. The fee set for the training is to help offset the cost of the training and the cost of the facility.

Please bring your **North Dakota Model Manufactured Home Installation Guideline manual to the trainings**. If you need a copy, please send an additional \$25 and make a note on your application. New installers must have a copy of the manual at the training in Bismarck.

Please make sure that you send your application in by **Monday, June 4, 2012**, as this is the final training being offered this year.

Should you have any questions, don't hesitate to contact me at (701) 391-4382 or email rjhoffmann@nd.gov; or for registration questions call Sue Kobilansky at (701) 328-5300.

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Attachments